

# Public Use Policy

Montgomery County Community Building  
24420 Liberty St., Montgomery, Texas 77356

## **NOTICE**

THIS IS A COUNTY OWNED COMMUNITY BUILDING FOR THE BENEFIT OF THE PEOPLE OF PRECINCT ONE.

Managed by the City of Montgomery, 101 Old Plantersville Rd, Montgomery, TX 77316

## **RULES AND REGULATIONS**

**Regulations** – Reservations must be made in advance by calling City Hall at (936) 597-6434. Reservations may not be made more than one year in advance.

**Deposit Required** – A deposit of \$100 is required for use of the building and to secure your date. The deposit will be returned after an inspection indicates that all rules and regulations have been followed and the key to the building has been returned. Keys should be returned within two (2) days of use or the Monday following weekend use. Any violations of rules and regulations are subject to loss of the deposit. Confiscated deposits will be returned to the County to finance repairs to the building. Multiple violations of the rules and regulations may lead to restrict of future use.

**Rental Fees** - A rental fee must be paid prior to picking up a key.

- All day rental - \$95
- Six (6) hours or less - \$65

**Cancellations** – All cancellations must be made 30 days prior to the scheduled event or rental fee will be deducted from the deposit.

**Non-Profit Organizations** – Non-profit organizations and bona fide community organizations may have the use fee waived. **The deposit requirement will not be waived.** Repeated violation of the rules and regulations could result in loss of the use of the facility.

**ALCOHOL** – Private events where alcoholic beverages are served must hire two (2) security guards (certified peace officers) for the event.

**DECORATIONS** – If you use streamers or other decorations, they must be attached with tape that will not damage the paint or walls. **Nails, tacks, staples and other methods of attachment are not allowed.**

- NO SMOKING IS ALLOWED IN THE BUILDING
- CLEAN AND SWEEP THE BUILDING, INCLUDING BATHROOMS AND KITCHEN.
- TAKE YOUR TRASH WITH YOU.
- TURN OFF LIGHTS AND SET AIR AND HEAT TO THE LEVELS YOU FOUND THEM.
- ALL COUNTY CHAIRS AND TABLES ARE TO BE RETURNED TO THE POSITIONS YOU FOUND THEM.



## Montgomery Community Building Rental Application

Physical Address: 14420 Liberty Street, Montgomery, Texas 77356

Mailing Address: PO Box 708, Montgomery, TX 77356

Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Name refund check should be made payable to: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work/Cell: \_\_\_\_\_

DL & State of Issue: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Time: \_\_\_\_\_

**The community building can be reserved up to 12 months in advance. A security deposit must be paid in full in order to put your event on the calendar and reserve the date; otherwise the date will not be held. All cancellations must be made 30 days prior to scheduled event.**

**Please sign below if you understand and accept the terms of the application.**

\_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**FOR CITY USE ONLY**

- Rental Fee: \$\_\_\_\_\_ Date Paid: \_\_\_\_\_
- Security Deposit: \$100 | Date Paid: \_\_\_\_\_
- Deposit Refund Submitted: \_\_\_\_\_ Emp. Signature: \_\_\_\_\_